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Perfect Phrases for Documenting Employee Performance ...

The term itself, perfect phrases, is used to help you to document specific performance problems quickly, but they become even more effective when adapted and honed to fit your specific industry or management needs. Documenting anyone's performance problems isn't easy. It takes time and effort by both the manager and employee involved.

Perfect Phrases for Documenting Employee Performance ...

About the Author Anne Bruce is a nationally recognized speaker, workshop leader, and author. Her books with MHP include "Motivating Employees" (Briefcase), "Be Your Own Mentor" (Briefcase), "Building A High Morale Workplace" (Briefcase), "How to Motivate Every Employee" (Mighty Manager), "Perfect Phrases for Documenting Employee Performance Problems", and "Discover True North".

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Whether it's interviewing for a job, evaluating employee performance, setting goals for the future, or keeping customers happy, the Perfect Phrases series has the tools for precise, effective business communication. Distilling complex ideas into specific phrases that diplomatically and honestly depict the concepts at hand, this invaluable series provides: Ways to enhance customer service in any business Dialogues and scripts to practice interactions with customers or employees--tailorable to any industry or company culture The best answers to a wide range of interview questions Tips for documenting performance issues and conducting face-to-face reviews This quick-reference tool is perfect for managers who need to find effective ways to document performance problems and then be able to offer practical, helpful feedback to those individuals.

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME The secret to business success today is employee and talent development. Companies that invest in branding and creating smart, self-reliant, "upgradeable" talent are the ones that will lead their industries in the future. Perfect Phrases for Employee Development Plans has hundreds of ready-to-use phrases for ensuring your employees stay motivated and competitive, develop teamwork and sound work ethics, and help meet organizational targets. Learn the most effective language for: Pinpointing an employee ' s strengths Creating long- and short-term goals Helping teams form plans--and then work the plans Grooming people for advancement Branding and expanding your company's talent pool

There ' s no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager ' s fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process from beginning to end and provides ready-to-use model documents—in print and on disk—that eliminate the stress and second-guessing about what to do and say. Expertly written, the write-ups cover every kind of problem—substandard work quality, absenteeism, insubordination, e-mail misuse, sexual harassment, drug or alcohol abuse, and more. Readers will also find new information on laying the ground work for a tidy dismissal; tying progressive discipline to annual performance reviews; formally addressing intermittent FMLA abuse; ways to avoid drafting documentation that could later be used against their company; and much more. There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem, but this one-of-a-kind guide helps managers handle any scenario fairly, constructively, and, most importantly—legally.

The average manager doesn't have time to take classes or read lengthy volumes on managing techniques. Instead, you need to know right now what to say to coach and motivate your employees. With hundreds of ready-to-use phrases you can use in a wide variety of situations, The Complete Book of Perfect Phrases for Managers is the ultimate reference for motivating, managing, and growing employees.

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Perfect Phrases for Coaching Employee Performance gives you the language to empower, engage, and develop your employees. Filled with hundreds of words and phrases you can use in virtually every coaching situation, this go-to guide provides everything you need for: Onboarding and training Conducting performance reviews Setting employee goals Coaching high and low performers Creating powerful teams Building strong relationships

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Leadership development has become a top business priority. When leaders at every level are empowered, companies excel in innovation and are able to respond instantly to changing market dynamics. Perfect Phrases for Leadership Development has hundreds of ready-to-use phrases for empowering others to take on leadership responsibilities regardless of their specific position in the company. You ' ll find all the right words and phrases you need for: Boosting employees ' sense of autonomy Redirecting efforts without stifling creativity Encouraging decisiveness and resourcefulness Igniting energy and enthusiasm

Hands-on help for quickly and persuasively writing company-mandated performance appraisals Writing performance appraisals is one of the most difficult and time-consuming tasks managers face. Perfect Phrases for Performance Reviews simplifies the job, providing a comprehensive collection of phrases that managers can use to describe employee performance, provide directions for improvement, and more. For example: "Sets priorities well" "Misses important deadlines" "Thorough, reliable, and accurate" All managers and HR professionals will value the book for its: Hundreds of ready-to-use phrases, organized by job skill and performance level Tips for documenting performance issues and conducting face-to-face reviews Easily adapted performance review templates covering five performance levels With the wide-ranging assortment of descriptions available in this book, managers will be able to find the perfect terms to help them analyze and understand the work performance of each person they work with.

Whether you're an HR professional or a manager, chances are there's one task you really dislike: giving performance reviews. Even if you know the basic points you want to get across, finding the right words and committing them to paper is about as much fun as a trip to the dentist. But this handy little book puts thousands of ready-to-use words, phrases, descriptions, and action items right at your fingertips. Paul Falcone covers the 25 most commonly rated performance factors, including productivity, time management, teamwork, and decision making, plus job-specific parameters that apply in sales, customer service, finance, and

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many other areas. Not just for review time, the book will also be instrumental in creating job descriptions and development plans as well as for monitoring performance, progress, and problems year-round. Praise for Paul Falcone's Previous Books: "If the art and science of hiring and firing has become a puzzle, then author Paul Falcone [The Hiring and Firing Question and Answer Book] has the answer."-- Houston Business Journal "When you feel the need to document an employee's actions (or inactions), turn to this great tool [101 Sample Write-Ups for Documenting Employee Performance Problems]."-- Legal Management "[96 Great Interview Questions to Ask Before You Hire] takes the guesswork out of the interview process."-- Benefits and Compensation Solutions Paul Falcone is a human resources executive and has held senior-level positions with Nickelodeon, Paramount Pictures, and Time Warner. He is the author of several bestselling books, including 101 Sample Write-Ups for Documenting Employee Performance Problems, 101 Tough Conversations to Have with Employees, and 2600 Phrases for Setting Effective Performance Goals. He is a long-time contributor to HR Magazine. Visit him at www.PaulFalconeHR.com.

THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME Employees respond to organizational change with worry, fear, and sometimes even panic. Your job is to keep them motivated and focused—so you must choose your words carefully during times of upheaval. Perfect Phrases for Communicating Change has hundreds of ready-to-use phrases for ensuring your employees make the transition with clarity, commitment, and skill. Learn the most effective language for: Articulating new company initiatives Responding to questions with confidence Easing employees' fears Clarifying roles and responsibilities Addressing resistance and performance problems Praise for Perfect Phrases for Communicating Change "Perfect Phrases for Communicating Change is a wonderful book, filled with practical, solid advice, suggestions, and examples for how to communicate effectively in a time of change. " John Krajicek, Executive Professor and Assistant Director of Business Communication Studies, Texas A&M University "Communication during organizational change is everything. The right words at the right time can make all the difference between a successful and unsuccessful change initiative. This is a wonderful resource for finding the right words and sentiments to convey any type of change." Robert J. Marshak, Ph.D., author of Covert Processes at Work: Managing the Five Hidden Dimensions of Organizational Change " Finding the right words to communicate change is challenging, even for the best of managers. In this user-friendly text, Lawrence and Antoine provide hundreds of practical phrases to better prepare managers for the task. The book is rich with insightful suggestions on change messaging considerations and construction. " Edward Ferris, Assistant Professor, The New School for Management and Urban Policy "In my over 20 years of running companies and corporate divisions I have seen a direct correlation between the quality of communication of my managers and their success in the business world. If you aspire to be an effective, efficient, and productive leader then I highly recommend this book. It is an outstanding reference guide and road map for pragmatic yet inspirational communication techniques." Mitch Pisik, President and CEO, Breckwell Products

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